

**Department of Health & Human Services
Public Health Service
Health and Human Services Administration
Bemidji Area Indian Health Service
Bemidji, Minnesota**

Bemidji Area Indian Health Service Circular NO. 01-04

Bemidji Area Office - Office Supply Policy

SEC.

1. Purpose
2. Policy
3. Guidelines
4. Procedure for Requesting Office Supplies
5. Effective Date

1. PURPOSE

This policy is intended to provide Bemidji Area Office Indian Health Service (BAOIHs) employees guidance in procuring office supplies through Office Services or any other office supply merchant using the International Merchant Purchase Authorization Card (I.M.P.A.C.).

2. POLICY

It is the policy of the Bemidji Area Office Indian Health Service that office supplies procured by Area Office staff be done in accordance with the provisions outlined in FAR Part 13 – SIMPLIFIED ACQUISITION PROCEDURES

3. GUIDELINES

In accordance with FAR Part 8 – REQUIRED SOURCES OF SUPPLIES AND SERVICES, agencies shall satisfy requirements for supplies and services from or through the sources ...[including] ..(I) Agency inventories. Therefore, before seeking office supplies from a commercial source, BAO staff must first check with Office Services to see if supplies are available. If requested supplies are not on hand they may be purchased via the I.M.P.A.C (purchase card). Purchases made through I.M.P.A.C. will be charged against the employee's departmental budget.

Micro-purchases may be made without securing competitive quotations if the price is considered reasonable. Although you are not required to buy from small business concerns, you are encouraged to continue to support local rural communities and small businesses by spreading your purchases among the vendors who offer reasonable prices. Micro-purchases are exempt from the Buy American Act. The Buy Indian act, however, is not waived for micro-purchases.

For additional direction on the use the I.M.P.A.C. , see: BAO Credit Card Purchase Process I.M.P.A.C.

4. PROCEDURE FOR REQUESTING OFFICE SUPPLIES

Fill out the Request for Office Supplies form (see exhibit A) and submit to Office Services. Request should include the following information:

- A. Date of Request
- B. Name, Department and Telephone Number
- C. Item Requested

- D. Quantity Needed
- E. Date Required

5. PROCEDURE FOR PURCHASING OFFICE SUPPLIES USING I.M.P.A.C.

- A. Submit Request for Credit Card Purchase through ARMS.
- B. Purchase office supplies.
- C. Attach all transaction information (receipts/packing slips, etc.) to copy of Request for Credit Card Purchase.
- D. Record purchase in Credit Card Log (See Exhibit B).
- E. Reconcile Statement of Account with Credit Card Log, sign both log and SOA and send to Approving Official.
- F. Send original SOA and Credit Card Log to Aberdeen Area Finance - copy to AAO Contracting. File original receipts, packing slips, etc. along with copy of SOA, Credit Card Log and Request for Credit Card Purchase.

6. EFFECTIVE DATE

The policy and procedures contained in this Circular are effective upon signature by the Area Director, Bemidji.

Kathleen Annette, M.D.

Director

Bemidji Area Indian Health Service

Date